



<b>Job Title</b>	<b>Police Logistics Support Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>18484</b>

### Class Specification – Police Logistics Support Manager

#### Summary Statement:

The purpose of this position is to manage the multi-functional Logistics Support Section of the Police Department, serves as program account manager, contact administrator, facilities safety, ADA, and fire safety manager; and manages physical security system and department fleet. This is accomplished by advising the command group on all functional areas; recommending personnel disciplinary; conducting cost benefit analysis; monitoring inventory control and management system; coordinating facilities; and attending command, staff, and division meetings. Other duties include serving as acting commander; preparing staff studies; and managing services.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Manages projects by researching and drafting contract specifications; serving as contract administrator; and reviewing completed work and ensuring warranties.
10%	Administers the corporate and commercial cardkey and physical security programs by maintaining the electronic cardkey database; creating cardkeys for sworn & civilian employees; submitting and reviewing criminal background requests; issuing replacement cardkeys; running periodic inventory reports; and administering CCTV and electronic cardkey system.
15%	Performs strategic planning and budget by analyzing operational requirements; proposing major policy changes; monitoring and reviewing program accounts; and issuing guidance to supervisors.
15%	Organizes policies and procedures by reviewing and revising general orders and standard operating procedures; researching proposed changes; meeting with other logistic section unit supervisors; and drafting department bulletins.
10%	Administrates the impound and rotation tow contracts by revising contract specifications; monitoring all tow vendors; reviewing citizen complaints; comparing tow practices; and terminating vendors charging excess fees.
5%	Responds to employee inquiries by researching complaints; consulting with the respective unit supervisor; providing a detailed analysis and response; and conducting follow-up with the appropriate supervisor.



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### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in public administration, criminal justice, finance, business administration or a related field. Master's degree preferred.

**Experience:** Five years of full-time responsible public administration experience including one year of administrative and/or lead supervisory experience. Experience in law enforcement strongly preferred.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

CJIS- Security Awareness Training	Within 6 months of start date
Certifications required in accordance with standards established by departmental policy.	



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#### **Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

#### **Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

#### **Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

#### **Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Printer, copier, fax, telephone, vehicle, calculator, and computer.

**Specialized Computer Equipment and Software:** Microsoft Office, cCURE 800 Security App, CALEA CACE-L, CSFD HAMMERS, and Numara TrackIt!

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014